

MEMORANDUM

TO: CAP

FROM: Steering Committee

RE: Revision of Undergraduate Transfer Credit Policy

DATE: December 5, 2018

Background:

On October 22, 2018, Steering received a request from Records and Registration asking that the Undergraduate Transfer Credit Policy be enhanced to include additional information that is important for students and evaluators of transfer credit.

Charge: Steering asks CAP to review, in accordance with the timeline below, the changes to the Undergraduate Transfer Credit Policy suggested by the Office of Records and Registration. In reviewing the suggested changes, CAP should seek input on the suggested revisions from Department Chairs, Deans, Records and Registration and other stakeholders deemed appropriate by CAP. CAP should specifically discuss the revisions with the Office of Admissions in regard to transfer students who are admitted having completed an Associates Degree, transfer students who are admitted with some college credits, and “reverse transfer students”. In reviewing this policy CAP should ensure that all related policies are consistent with this one and transparent to students. CAP should also keep in mind that overly restrictive policies can create unnecessary barriers to degree completion.

In reviewing the suggested changes CAP should specifically consider:

1. the current [Undergraduate Transfer Credit Policy](#), which specifies the maximum number of credits that may be transferred per source (diploma school, associate granting institution, bachelor granting institution, etc.).
2. whether the suggested addition of a new opening paragraph about only accepting transfer credit from regionally accredited institutions contradicts the later statement (paragraph #3) about diploma schools of nursing, which are not regionally accredited.
3. whether the suggested addition of a new opening paragraph contradicts TCNJ's current acceptance of international transfer credit. If CAP determines that there is a contradiction, CAP should write a separate policy on international transfer credit.
4. the impact of 20 allowable transfer units from a four-year institution or 16 from a two-year institution on fulfilling degree requirements at TCNJ. Relevant to this issue is:

- A. the [Resident Requirement](#) Policy and the number of transfer credits any specific major sets for courses that count toward that major. The Residence Requirement Policy states that: "Academic departments may require that a specific number of major courses be taken at The College of New Jersey."
- B. the [Types of Majors Policy](#) which states that "At least fifty percent of the major must be completed at The College of New Jersey or through a prior approved course exchange program."
- C. The Undergraduate Bulletin, which should contain academic program requirements by major, does not necessarily break down the requirements in terms of whether transfer credit is accepted. In accordance with the Types of Major Policy, any restrictions on transfer credit by a specific major should be in the Undergraduate Bulletin.

5. whether more should be added to paragraph #4 to indicate that a student must fulfill all requirements of a major and correlate courses, regardless of the status that may come with potentially having brought in 20 units in transfer credit.

CAP may recommend that the revisions suggested by Records and Registration be accepted, or CAP may make revisions beyond those made by Records and Registration, or CAP may recommend a new undergraduate transfer credit policy. CAP should ensure that the language of the policy is clear and unambiguous.

Testimony Tier: Tier II from Faculty, Staff, and Students

The issue requires moderate testimony from the campus community. The assigned council or committee should consult with relevant individuals and groups in developing a preliminary recommendation. The completed preliminary recommendation should then be made available to the relevant stakeholder groups, and testimony should be solicited in the form of written feedback (through a survey and or e-mail).

Timeline: CAP should begin work on the charge immediately and aim to submit a Final Recommendation to Steering by the end of the Spring 2019 semester.

TCNJ Governance Processes

Step 1–Steering issues a charge

Step 2-Governance prepares a Preliminary Recommendation

Once the appropriate standing committee or council has received the charge, it should start by collecting data needed to make a preliminary recommendation. It should receive input from affected individuals and all relevant stakeholder groups prior to making a preliminary

recommendation. For issues that have broad implications or that affect a large number of individuals, initial testimony should be solicited from the campus community at large. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups. When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community.

Step 3–The Relevant Stakeholders provide Testimony

Once a preliminary recommendation has been completed, the standing committee or council should seek testimony from the campus community. The testimony should be gathered in accordance with the Testimony Tier (see below) assigned to the issue by Steering.

For issues that require public testimony from the campus community, the chair of the standing committee or council should approach the president of the appropriate representative bodies to schedule the next available time slot at a meeting of that body.

Testimony should be gathered in a way that allows stakeholders to weigh in fully on the issue. Members of the standing committee or council that wrote the preliminary recommendation should be present to hear and record the testimony.

Step 4–Governance prepares a Final Recommendation

Once the standing committee or council has received appropriate testimony, it should revise the preliminary recommendation into a final recommendation. Once the final recommendation is complete, the standing committee or council should use sound judgment to determine whether or not more public testimony is required. If, in its feedback to the original preliminary recommendation, a stakeholder representative body requests to review an issue again, the committee or council is bound to bring it back to that body. If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must re-submit a preliminary recommendation to the campus community. When the committee or council has completed the final recommendation, it should forward it to the Steering Committee. The final recommendation should be accompanied by a cover memo that summarizes the initial charge, how testimony was gathered and the nature of that testimony, and how the committee responded to that testimony, including a description of how the preliminary recommendation evolved as a result of testimony.

Step 5–Steering considers the Final Recommendation

Step 6–The Provost and/or President and Board consider the Final Recommendation

Step 7–Steering notifies the Campus Community Testimony

For a complete description of all steps and of the testimony tiers, see Governance Structures and Processes, 2017 Revision, pages 21–24.